

STIP Too

Statewide Transportation Improvement Program
Version 5.x

User Guide

October 24, 2006

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1. Quick Start

Okay, you want to get right to work with this application. You've got a bunch of worthwhile projects selected & funded and planned and want to begin putting your Six Year TIP together. This section tells you how to get the 2006 version of the FileMaker Pro **STIP Too** v.5.7 application installed on your computer's hard drive and then how to start it.

From CD:

For Windows

- A. On your hard drive create a new folder called, preferably, **STIPFM2007**
- B. Insert the **CD** into your computer, open it, select all files, & drag them to the **STIPFM2007** folder
- C. Select all files, go to File/Properties and unclick "Read-only". Now the program will allow you to input your project data.

For Macintosh

- A. Insert the CD into your computer, open it, double click on STIPmac.sea.
- B. When asked where to put the **STIPFM2007** folder, do so.

From The Internet:

- Go to the Highways & Local Programs website:
<http://www.wsdot.wa.gov/TA/ProgMgt/STIP/STIPHP.htm>
- Click on STIP to go to the section with the **STIP Too** application.
- Click on the link for your operating system version of the **STIP Too** application to download it to your computer. For Windows 2000/XP this will be STIPwin.exe and for Macintosh this will be STIPmac.sea.

To Launch the STIP Too Application:

- Double click on the **STIP Too** application program in the **STIPFM2007** folder. (On a Windows system this may appear as STIP.EXE, or just STIP if extensions are set not to display.)

2. Overview

In 1992, an application to allow Local Agencies to prepare their Six Year Transportation Improvement Programs (TIP) was developed and distributed. This was the original FoxPro version of the STIP application.

For various reasons, many agencies found this version of the STIP application unsuitable and in response, a simplified version of the application, based on the Six Year form, was developed and distributed. Version 1.0 proved to be easy for agencies to use and very maintenance free. The decision was made to replace the FoxPro version with the FileMaker version. The result, '***STIP Too***' was developed to provide more functionality and reporting capabilities than the previous FoxPro version. Thanks to you and the almost 300 agencies using the program and the comments provided over the past decade, we are now into version 5.7.

The FileMaker STIP application will be available from a variety of sources. You can contact Highways & Local Programs to get a CD at any time (see page 27 for contacts). The latest version is available for download from the Highways & Local Programs website at:

<http://www.wsdot.wa.gov/TA/ProgMgt/STIP/STIPHP.htm>

It is our intent to make this application responsive to your needs so we encourage your comments or suggestions for improving the program.

3. Screens

NOTE: Many of the screen illustrations in this manual will refer to version 5.6 even though we are up to version 5.7. The procedures referenced are still applicable, and if the look of the screen hasn't changed we have not replaced the illustrations. If procedures or screens change enough in future versions then we will replace the illustrations.

The List Projects screen

Project Title	Road Name or No.	Beginning	End
Expansion (7) 40' Coaches with Lifts			
Main Street	Main Street	Front	City Limits
I-90: LED TRACTION ADVISORY SIGNS MP 33.75 TO MP	SR 90	33.75	72.66
QUEENSGATE INTERCHANGE	SR 182	2.30	2.80
COLUMBIA RIVER BRIDGES 182/16 N&S (Benton Co.)	SR-182	005.870	006.250
COLUMBIA RIVER BRIDGES 182/16 N&S (Franklin Co.)	SR-182	005.870	006.250
Fibre Way Grade Separation	Fibre Way	.035	0.85
West Stock Road Extension	West Stock Road	.026	1.37
Lexington Bridge	TBD	0.00	0.22
International Way	International Way	0.00	0.60
I-405/Bellevue Downtown Access	I-405	NE 8th Street/I-405	SE 8th Street/I-405
Fircrest 2000 Pedestrian Access Program			
Reconstruction of 56th Avenue West from 236th St SW to	56th Avenue West	236th Street SW	228th Street SW
Countywide 3R Program (Rural Area)	varies		
Central Puget Sound Commute Trip Reduction Enhancement			
Avondale Road Preservation Improvements, Union Hill Road to	Avondale Road	Union Hill Road	NE 104th St.
SR-520: 124th Ave NE to West Lake Sammamish Parkway -	SR 520	124th Avenue	W. Lake Sammamish Pkwy
SR-3: At SR-303/Waaga Way Interchange (Silverdale vicinity)		SR-3 from Interchange	SR-303 from Interchange
SR-99: Aurora Bridge Painting		Aurora Bridge SPS	Aurora Bridge NPS
SR 405: SR 167 Interchange Ramp Modification		SR 167	SR 167
SR 522: Paradise Lake Rd. to Snohomish River-Widening		Paradise Lake Road	Snohomish River
I-90: I-5 to I-405 Communication Retrofit		I-5	SR 405
I-405: Coal Creek Parkway to I-5 HOV Lane Switch	SR-405	Coal Creek Parkway	SR 522

This is the first screen that you go to in the STIP application. It shows you a listing of all the projects in your TIP. They are listed by: Project Title, Road Name or No., and Termini so that you quickly identify individual projects.

The Project Details screen

Project Det...

Records: 80
Unsorted

13

Stip.STP

List Projects Print New Project 6 Year Form STIP Reports Delete Record

Find Export/Import Instructions ? Help

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From 2001 to 2003

For help or information about a particular data field, click on any "RED" field name.
NOTE: * denotes a required field

Agency / Program Information PLCENAME Database

* Agency Mountlake Terrace * MPO/RTPO PSRC

County No. 31 City No. 0815 County Snohomish Co.

Hearing Date Adoption Date

Amend. Date Resolution No.

* WSDOT Region ☒ NW ☐ NC ☐ OLY ☐ SW ☐ SC ☐ EAST ☐ NW/OLY ☐ WSF

Project Identification Priority No. STIP Amend. No. 01-02
(only used by WSDOT H&LP)

* Project Title Reconstruction of 56th Avenue West from 236th St SW to 228th St SW

Local Project ID MOU-11 PIN No.

Federal Aid No. STPUL-2519(001) Revision No. 2

Bridge No.

Road Name or No. 56th Avenue West

Begin MP/Street 236th Street SW

End MP/Street 228th Street SW

Total Project Length 0.60 Utility Codes ☐ C ☐ G ☐ O ☐ P ☐ S ☐ T ☐ W

* Project Description
Reconstruct 56th Avenue W from 236th Street SW to 228th Street SW to include grinding, excavation of unstable area, restriping, utility adjustments, traffic loops and overlay of entire width.

Back to Top

100 Browse

This is the screen that you will use to enter the information on a new project or to edit the information in an existing project. You can also add a new phase(s) from this screen. It shows individual project details. All phases, irrespective of phase start dates, will show here.

The Find Screen

The screenshot shows a software window titled "Stip.fp5" with a menu bar containing "List Projects", "Project Details", "6 Year Form", and "STIP Reports". The main area is titled "Project Selection Criteria" and features a list of search fields: "4 DIGIT TIP Year", "Agency Name", "City Name", "County Name", "MPO/RTPO", "WSDOT Region", "Project Status", "Revision No.", "STIP Amendment No.", "Environmental Type", and "Priority Number". Each field has a text input box. Below the fields, there is instructional text: "To see all the different values for a field that currently exist so that you can pick from them click on any RED field name." and "After you have filled out your selection criteria press the Find button or the Enter key to go ahead and find your records." followed by a "Find" button. Another instruction states: "If you want to look at ALL of your records again after previously finding a subset just click on the Find All button." followed by a "Find All" button. The status bar at the bottom shows "100" and a "Find" dropdown menu.

This is the screen that enables you to work with smaller groups of projects. You can look at projects by TIP year, Agency, City, County, MPO/RTPO, WSDOT Region, Project Status, Revision No., et al, or any combination of these. You can type in a field directly to look for a value, or click on the red field name to select from a list of values that already do exist in that field.

Clicking on the **Find All** button from this screen will allow you to look at all of your projects.

Note that this screen is intended to give you a simplified way to do broad searches. To find individual projects, or search on any fields not on this screen you can also use the Project Details screen to do a search. To do this go to the Project Details screen and enter Find Mode by selecting it from the **View** menu at the top of the screen. The Project Details screen will look like this:

FileMaker Pro - [Stip.fp5]

File Edit View Insert Format Requests Scripts Window Help

Project ...

Requests: 1

Find

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From to

For help or information about a particular data field, click on any "RED" field name.
NOTE: * denotes a required field

Agency / Program Information

PLCENAME Database

* Agency * MPO/RTPO

County No. City No. County

Hearing Date Adoption Date

Amend. Date Resolution No.

* WSDOT Region ☐ NW ☐ NC ☐ OLY ☐ SW ☐ SC ☐ EAST ☐ NW/OLY ☐ WSW

Project Identification

Priority No. STIP Amend. No.
(only used by WSDOT HSLP)

* Project Title

Local Project ID PIN No.

Federal Aid No. Revision No.

Bridge No.

Road Name or No.

Begin MP/Street

End MP/Street

Total Project Length Utility Codes ☐ C ☐ G ☐ O ☐ P ☐ S ☐ T ☐ W

* Project Description

Back to Top

Project Information

* Status ☐ S - Project is selected by the appropriate selection body & funding is secured.
☐ P - Project is subject to selection by an agency other than the lead and is listed for planning purposes and funding has not been determined.

Note that all fields are blanked out and there is a button that says "Find" on the left hand side. In the example above we have typed "west" in the Project Title field. Clicking on the Find button on the left will search for and return all projects with the word "west" in the title. Note that this example is not case sensitive, it would return both "west" and "West". To make a search exactly match you would precede it with double equals signs. So, to find "West" with a capital double exactly you would enter "=="West"

instead of “west” as the example above. To search for a phrase, as in a project title or part of a title, enter the phrase in quotes

NOTE: All reports work on your selected set of projects, so when running a report make sure you are looking at the records you are interested in first.

The Six Year Form

This screen shows you a listing of all the projects in your TIP in the Six Year Form format. They are in order by MPO, agency, priority, and project. From here you can also print the Six Year Form. Note that since this is the Six Year form only phases that occur within the first six years from the STIP year of the project (the *From* date on the Project Detail screen) will show on this report. If the project has been carried forward by changing the From date phases prior to that date will NOT show up. Nor will phases that, for planning purposes, have been defined and have a start date more than six years out, they will NOT show up here either. All phases will, however, show on the Project Detail screen.

Please note: A Report Date field is located at the lower left hand side of the page. However, to enter a date, you will need to be in the STIP Reports window.

The Project Details List screen

FileMaker Pro - [Stip.fp5]

File Edit View Insert Format Records Scripts Window Help

Project ...

Print Form Export/Import List Projects Project Details Reassign Priorities Instructions ? Help STIP Reports Find

Agency: Grays Harbor Co. Co. No.: 14 Co. Name: Grays Harbor Co. City No.: 0000 MPORTPO: GHCC09

Project Details From 2007 to 2012

List View - All Phases All Years Hearing Date: 7/10/2006 Adoption Date: 7/10/2006 Amend Date: Resolution No.: 2006/04

Functional Class	Priority Number	Project Identification A. Federal Aid No. B. Bridge No. C. Project Title D. Street/Road Name or Number E. Beginning MP or Road - Ending MP or Road F. Describe Work to be Done	MPO/Agency	Status	Total Length	MILE CODE	Project Phase	Project Costs in Thousands of Dollars						Expenditure Schedule (Local Agency)				Federally Funded Projects Only			
								Fund Source Information													
								Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	1st	2nd	3rd	4th Thru (6)	Envir. Type	R/W Required Date (MM/YY)		
07	1	END-T140.004.0914100 SATISOP RIVER BRIDGE PREVENTATIVE MAINTENANCE 10100 Bids: B.P. 0.35 To: B.P. 0.30 PAVING AND CHALKING PROJECT		14	5	0.14	T C F	FE CN ALL	1/1/2007 6/1/2007 1/1/2007	BR BR BR	100 600 100				100 600 100	100 600 100			CE		
Totals								100		600	100	800	100	600							
09	2	EP00-2014.001 SCHEDULED ROAD DRAINAGE BRIDGE #1 11100 Bids: B.P. 0.00 To: B.P. 0.13 REPLACE DRAINAGE CANAL BRIDGE		09	5	0.04	T C F	FE CN ALL	1/1/2007 6/1/2007 12/31/2013	BR BR BR	100 200 999			100 200 999	100 200 999			CE	Yes		
Totals								300		999	1299	100	200	999							
09	3	EP00-2014.001 SCHEDULED ROAD DRAINAGE BRIDGE #2 11100 Bids: B.P. 0.43 To: B.P. 0.47 REPLACE DRAINAGE CANAL BRIDGE		09	5	0.04	T C F	FE CN ALL	1/1/2007 6/1/2007 12/31/2013	BR BR BR	300 999			300 999	300 999			CE			
Totals								300		999	1299	100	200	999							
09	4	EP00-2014.001 MATTSON ROAD GARRARD CREEK BRIDGE 09000 Bids: B.P. 0.20 To: B.P. 0.35 REPLACE GARRARD CREEK BRIDGE		09	P	0.06	T C F	FE CN ALL	1/1/2007 6/1/2007 12/31/2013	BR BR BR	40 200 999			40 200 999	40 200 999			CE	No		
Totals								500		999	1499	40	200	999							

To change the Report Date go to the STIP Reports panel. For help or information about a particular column - click on that column header. v. 5.7 - Supersedes previous editions

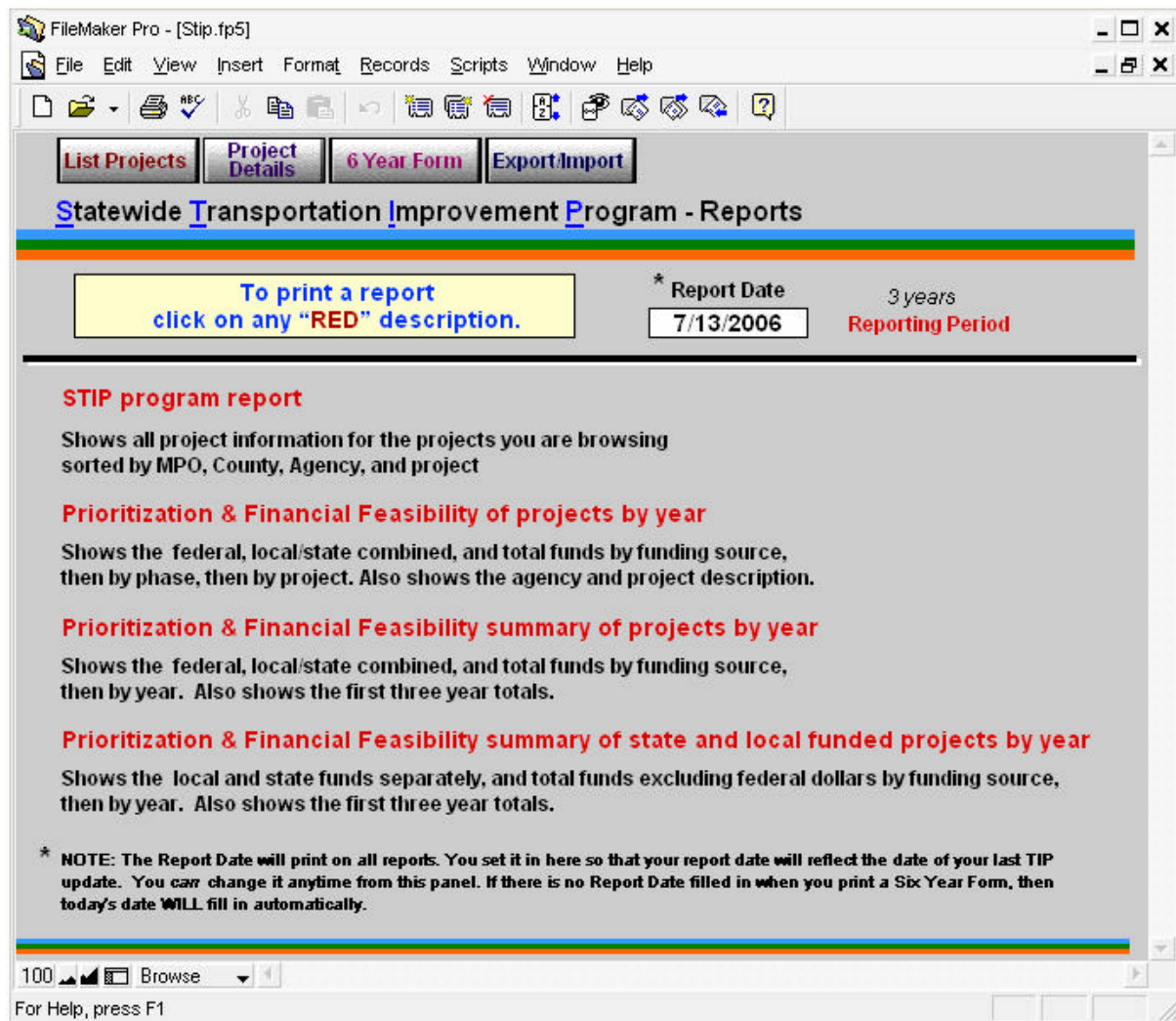
100% Browse

For Help, press F1

This screen shows you a listing of all the projects and phases in your TIP in the Six Year Form format. They are in order by MPO, agency, priority, and project. From here you can also print this form. Note that while this is based the Six Year form ALL phases that defined for the project will show on this report..

Please note: A Report Date field is located at the lower left hand side of the page. However, to enter a date, you will need to be in the STIP Reports window.

The STIP Reports selection screen



This screen allows you to select a particular STIP report. Currently four reports are provided. They are the STIP report, the Financial Feasibility report, the Financial Feasibility Summary report, and the State/Local Financial Feasibility Summary report. (For additional information, see Section 8 - STIP Reports.)

The date showing in the Report Date field will print on all reports. This allows you to specify a date that reflects the state of your STIUP records, instead of when you actually print. To change it enter a new date.

The Reporting Period specifies whether the STIP reports work on a three or four year window. While your local TIP is a six year document, for WSDOT purposes the STIP was three years prior to 2007, and four years thereafter. To toggle this period click on the red "Reporting Period" title. It will default to 4 years every time you open the STIP application.

The STIP report shows you all the federally funded and/or regionally significant

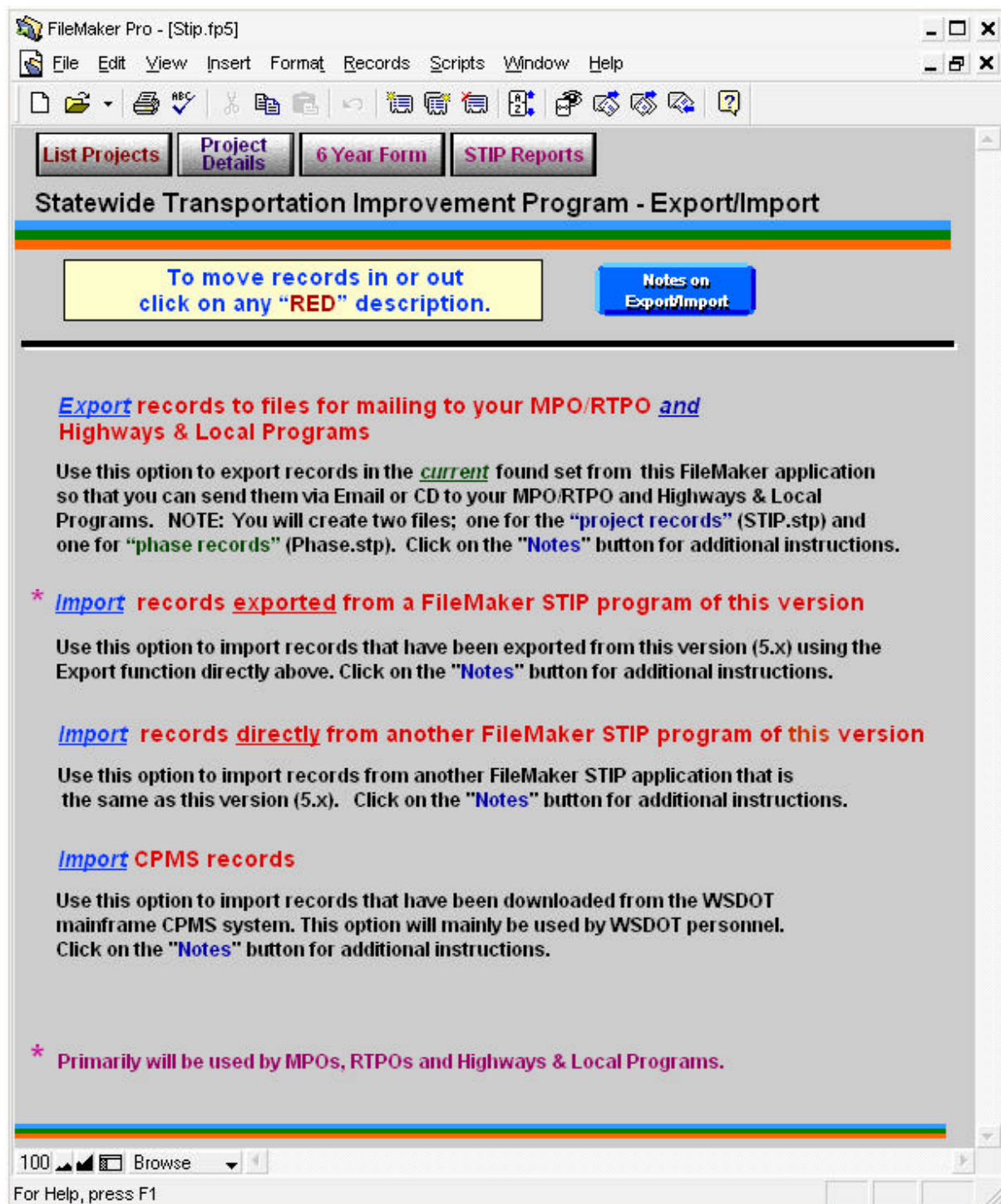
projects in the first three or four years (depending on the selected reporting period) of the STIP.

The Financial Feasibility report provides you with a list of project phases by fund source and by Year 1, Year 2 and Year 3. (This report may be of use to MPOs and RTPOs.)

The Financial Feasibility Summary report gives you the grand total by Federal fund source with State & Local combined and by Year 1, Year 2 and Year 3. (This report may be of use to MPOs and RTPOs.)

The State/Local Financial Feasibility Summary report gives you the grand total by State or Local fund source with no Federal dollars and by Year 1, Year 2 and Year 3, and Year 4 if the four year reporting period is selected. (This report is for local agencies.)

The **Export/ Import** selection screen



This is the screen you use to get project records into and out of this application.

4. Entering a New Project

New project information can be entered by clicking on the yellow **“New Project”** button. It is located on the “List Projects” screen or the “Project Details” screen. This creates a new blank record to begin entering project data. Now you’re on your way.

Select your agency name from the **“PLCENAME Database”** button and click on the **“Copy Place Data Back to the STIP Form”** button. Your agency name, county name and number and/or city number, MPO/RTPO and WSDOT region automatically fill in. As you keep adding new projects, these fields continue to auto-fill. (For MPOs and RTPOs, this will continue until you change the agency name.) Once the hearing date, adoption date and resolution number are filled in the first time, these fields will also continue to fill in automatically.

As you fill in the project information, you may reach a field that you are not sure what to enter or select. To get help for that field, simply click on the field name (shown in *red* text). Help for all fields of the Six Year Form is available by clicking on the “Instructions” button.

5. Modifying an Existing Project

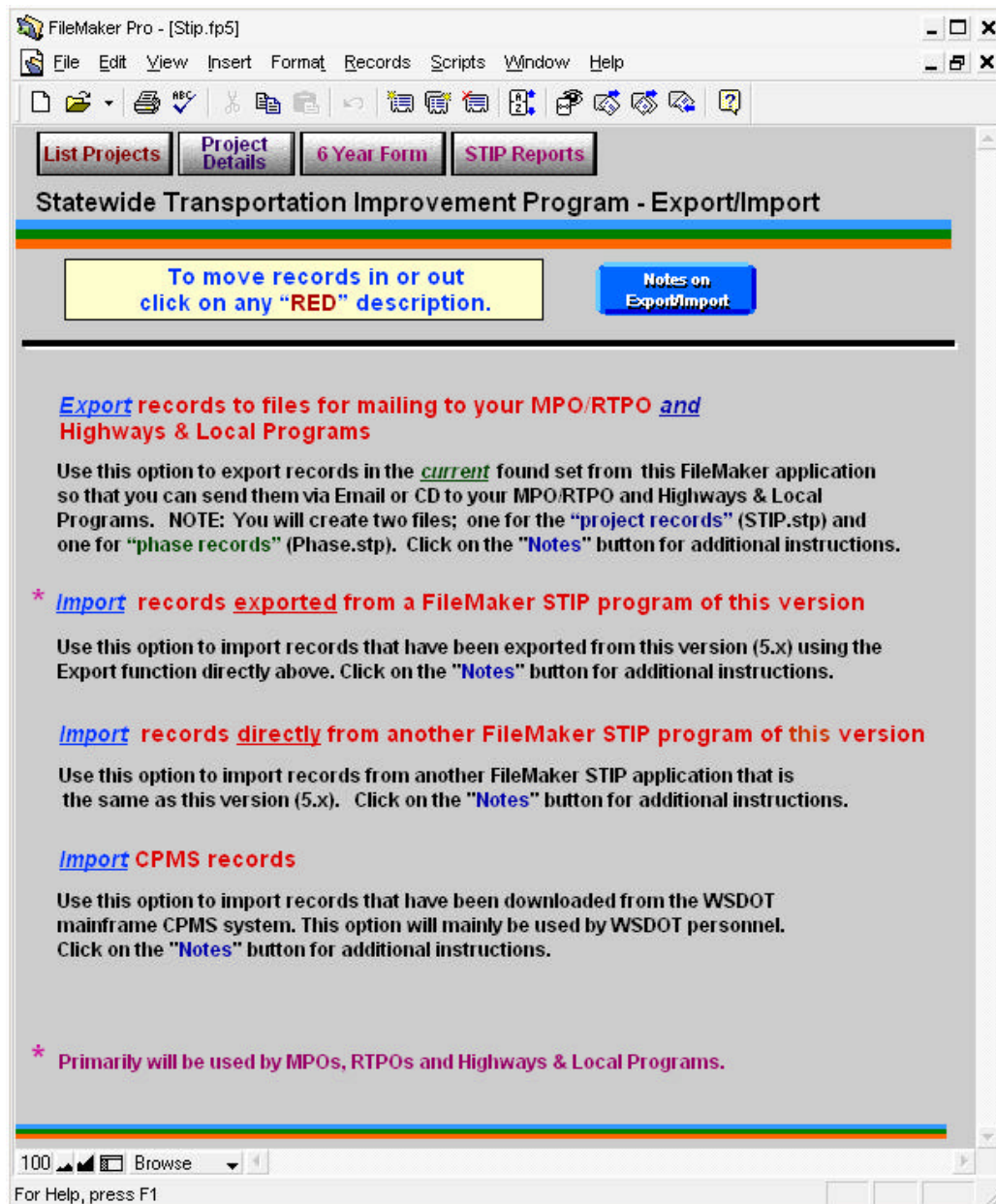
Other than turning on your computer and/or entering a new project, making changes to an existing project is probably the second easiest thing to do with this program. All you have to do is locate the project in your database. (*No big deal, right?*) To do this it will be helpful to know a key bit of information about the project; like the project number, the title, or maybe the priority number. Next, find the project. You can do this from the “List Projects” screen. (If you are an MPO, RTPO or an agency with a fairly large database, i.e. several hundred records, you may find it helpful to first sort the projects into a smaller dataset. This can be accomplished through the Records/Sort from the command bar.)

Now then, on to modifying your projects. First go to the field(s) needing to be changed in the Project Details screen and make the changes, and then go on the next project to be modified. See how easy it is? If you want to make sure of your changes, just click on the “6 Year Form” button to view the changes.

6. Exporting/Importing

This program allows you to export data as FileMaker files for sending to your MPO/RTPO and/or to your Regional Local Programs Engineer, as well as, import data from a variety of predefined sources.

The Export/Import screen is shown below with details on each option following.

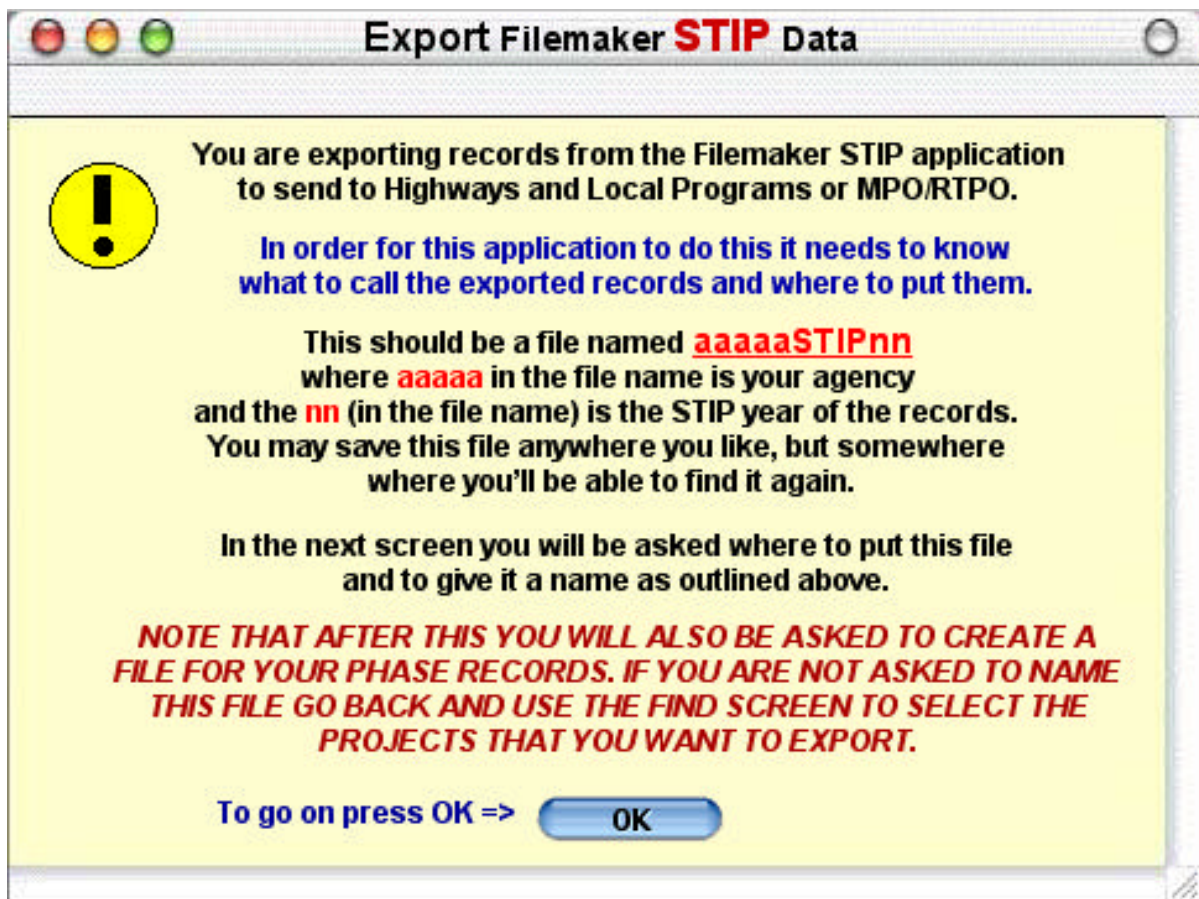


Export records to files for mailing to your MPO/RTPO and Highways & Local Programs

When you need to send your TIP to your MPO/RTPO and/or to Highways & Local Programs or you want to split your projects up for some other reason then you would export records using this program.

This process will export all the projects in your found set (all that show up on the List Projects screen) and any associated phases for those projects that happen within six years. So, if a project has a start date of 2007, then when exported any phases that are slated to begin from 2007-2012 will also be exported. If, for planning purposes, you have defined any phases for that project in 2013 or later, or it is an ongoing project with phases that have occurred already in 2006 or earlier, those phase records will not be included in the export. (NOTE: for MPO/RTPO's there is a script available that exports only three or four years worth of phases, depending on the reporting period specified. You can toggle this reporting period from the STIP Reports screen by clicking on the report period field. This script is available from the Scripts menu as "Export to send to WSDOT".)

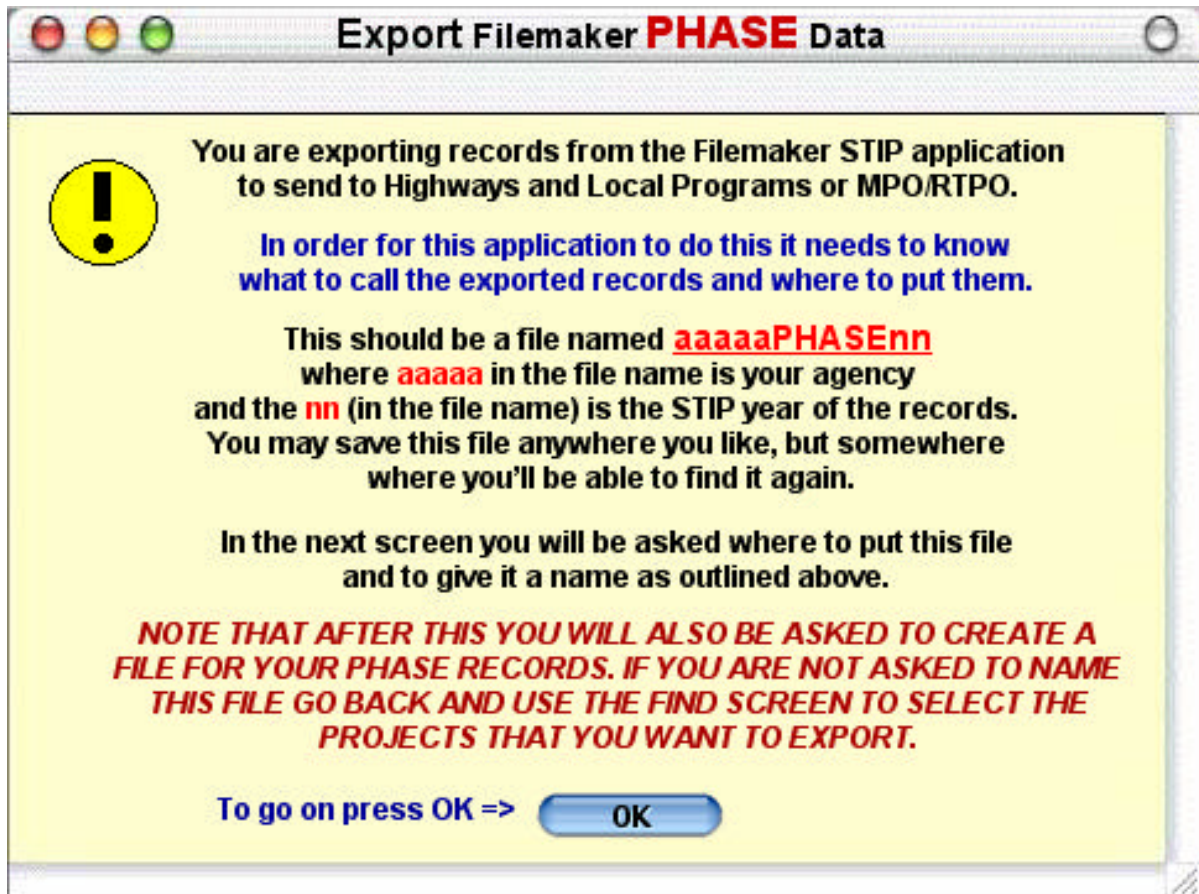
First you will be asked to name the file containing the STIP records and where to save it so it can be exported. You will get a screen that explains this:



Please note the suggested naming convention for the file. You can call it anything you like, but it is necessary for you, your MPO/RTPO and/or Highways & Local Programs to be able to tell who the

records came from and what type of files they are, either STIP (project) or PHASE records. Because of this, it is important that you have your agency name and some way to distinguish between STIP and PHASE records in the name.

Next you will be asked to name the file containing the PHASE records and where to put it so that it can be exported. You will get a screen that explains this:



After the export finishes you will return to the Records Export Completed screen. Click "OK" to return to the Project Details screen.

Import records “exported” from a FileMaker STIP program of this version

There may be times when you need to import data that has been “exported” from the same ‘*STIP Too*’ version (any 5.x) that you are using. This might be when another agency sends you records they have exported or if you want to work with a subset of your projects from a previous year’s TIP.

Records that are imported will replace ones that are already there for the same project, both main project and phase. The program does this by first copying all the project records to a temporary location. It then checks to see if records for those projects already exist. If they do, they are first deleted along with all associated phase information, then all records are added to the STIP database. Deleted records are first written to a database called DELETEDUP.STP. (**NOTE:** this is for historical purposes only, main project records are written out but no associated phase information is written.)

During the import process, on all options you will see a ‘hour glass’ and/or messages at various times indicating the progress of the different operations. Some of these may say things like “relookup in progress” and will pop up from time to time while the processes are being carried out. These processes keep all the record information synchronized.

You will have two files to import, one containing STIP, or main project records, and the other containing the PHASE, phase information, records for those projects. The names could be different, but there should be an indication in the file name of the agency the records are from as well as whether they are STIP (project) records or PHASE records.

First you will be asked to find the file containing the STIP records so that it can be imported. You will get a screen that explains this:



This database contains one project record for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file.

Next you will be asked to find the file containing the PHASE information records so that it can be imported. You will get a screen that explains this:



This database contains one or more phase records for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file.

After the import finishes you will return to the Project List screen. From here you will be ready to view/review your project data either in the Project Details screen, the Six Year Form or in the STIP report.

Import from another FileMaker STIP program of this version

If you download a new copy of STIP and need to move your records from your older copy, or for any reason need to move records from one copy of STIP to another, there is no reason to export first. The only reason we export when sending files is so that they just contain the data, and so are smaller for emailing.

You will have to import from the databases containing the STIP, or main project records, and the other containing the phase records for those projects. The names of these databases will be: STIP.STP and PHASE.STP.

First you will be asked to find the file containing the STIP records so that it can be imported. You will get a screen that explains this:



This database contains one project record for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file.

Next you will be asked to find the file containing the PHASE records so that it can be imported. You will get a screen that explains this:



This database contains one or more phase records for each project you enter into your TIP. After clicking on **OK** you will get a standard open dialog box to locate this file.

After the import finishes you will return to the Project List screen. From here you will be ready to view/review your project data either in the Project Details screen, the Six Year Form or in the STIP report.

Import CPMS records

CPMS is a mainframe system used at WSDOT to manage capital projects. There is information in this system for WSDOT managed projects that needs to be in the final STIP. This option enables WSDOT personnel to import records that have been exported from this system.

This option is only of use to WSDOT personnel.

7. The Six Year Form (Sample)

Washington State Department of Transportation										Six Year Transportation Improvement Program																		
Agency: <u>Coville Co.</u>										From <u>2001</u> to <u>2006</u>																		
Co. No.: <u>09</u> Co. Name: <u>Coville Co.</u>										Hearing Date: <u>2/22/2001</u> Adoption Date: <u>2/22/2001</u>						Amend Date: <u></u> Resolution No.: <u>01-02</u>												
City No.: <u>0000</u> MPD/RTPD: <u>NO/USYWI</u>																												
Project Class	Priority Number	Project Identification		Bridge No.	Project Length	Status	Total Length	Priority Code	Project Phase	Project Costs in Thousands of Dollars							Expenditure Schedule (Local Agency)					Priority Funded Projects Only						
		A. Federal Aid No.	B. Project Title							C. Street/Highway Name or Number	D. Beginning MP or Road - Ending MP or Road	E. Describe Work to be Done	F. Phase Start (mm/dd/yyyy)	Federal Fund Code	Federal County Phase	State Fund Code	State Fund	Local Fund	Total Fund	1st	2nd	3rd	4th Thru 6th	Enroll Type	FY01 Requested (MM/YY)			
17	0				0.50	S		CN	3/1/2001	0140	195	TPD	1800	200	2382						EA	No						
Road Way Grade Separation Three Way from: 0.00 to: 0.50 New bridge construction and new concrete bridge abutments (to be built using Bids)										Totals																		
09					1.11	T		PE	1/1/2001	0140	30			30						EA	No							
West Stock Road Extension West Stock Road from: 0.00 to: 1.11 Close existing grade crossing and over a new to a new crossing.										Totals																		
17					0.22	T		PE	1/1/2001	0140	30			60	60					EA	No							
Levee Bridge TSS from: 0.00 to: 0.22 Complete new bridge and new concrete bridge abutments (to be built using Bids)										Totals																		
19					0.68	T		CN	3/1/2001	0140	474			875	1149					EA	No							
International Hwy International Hwy from: 0.00 to: 0.68 New concrete construction (Bids)										Totals																		
Grand Totals for Coville Co.										2136							1500					325					5671	

Report Date: June 15, 2000

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v. 5.6 - Supersedes previous editions

Financial Feasibility Report (Sample)

Prioritization & Financial Feasibility of Federal Aid Projects by Year1997						
April 16, 1998						
Fund Source	Phase	Agency Project/Title Description	Project ID Termini Beginning and End	Funds (Dollars in Thousands)		
				Federal	Local/State	Total
BR						
	RW	WSDOT BR 20: Thompson River Bridge 20 & 33 Bridge Replacement	202024A MP201.41 to MP201.44	23	6	29
	RW	WSDOT BCHUBALIS RIVER BR. Replace Bridge	400894B MP42.5 to 42.9	46	11	57
	CN	WSDOT BR 5, 9, 11, 532, 533 AND 542 BRIDGES SEISMIC RETROFIT (SEE W/ SCREEN FOR BRIDGES)	100004P MP000.000 TO MP000.000	263	66	329
	CN	WSDOT BR 5, 9, 11, 532, 533 AND 542 BRIDGES SEISMIC RETROFIT (SEE W/ SCREEN FOR BRIDGES)	100004P MP000.000 TO MP000.000	79	20	99
	CN	WSDOT NOOKSACK RIVER BRIDGE TO BLAINE OLYSAFETY 5/828E, 543M, 5/830, 834, 838 E/W 841, 842E & 548M	100595A MP268.050 TO MP276.200	98	24	122
	CN	WSDOT DECEPTION PASS 20 & 45C AND E BRIDGE PAINTING	102028E MP041.810 TO MP042.140	441	121	562
	CN	WSDOT DECEPTION PASS 20 & 45C AND E BRIDGE PAINTING	102028E MP041.810 TO MP042.140	1193	326	1519
	CN	WSDOT EVANCKEN BRIDGES SEISMIC RETROFIT - 20211S, 20211N, 20211S (APPR)	102034A MP050.840 TO MP051.510	235	59	294
	RW	WSDOT BOULDER CREEK BRIDGE 542 & 3 REPLACE BRIDGE	154229A MP028.840 TO MP028.850	34	8	42
	PE	WSDOT BR 18: Montlake Bridge Seismic Retrofit Montlake Bridge NFB to SFB	151300B	148	37	185

Financial Feasibility Summary Report (Sample)

SUMMARY Prioritization & Financial Feasibility of Federal Aid Projects by Year 1997				
April 16, 1998				
Fund Source	Description	Funds (Dollars in Thousands)		Total
		Federal	Local/State	
BR				
	1997 Project Obligation Costs	48,022	12,062	60,084
	1998 Project Obligation Costs	20,585	5,152	25,737
	1999 Project Obligation Costs	14,657	3,662	18,319
	BR Obligation Totals	83,264	20,876	104,140
CMAQ				
	1998 Project Obligation Costs	400	62	462
	CMAQ Obligation Totals	400	62	462
DEMO				
	1997 Project Obligation Costs	5,859	2,027	7,886
	DEMO Obligation Totals	5,859	2,027	7,886
IC				
	1997 Project Obligation Costs	432	44	476
	IC Obligation Totals	432	44	476
IM				
	1997 Project Obligation Costs	62,149	11,724	73,873
	1998 Project Obligation Costs	22,256	2,304	24,560
	1999 Project Obligation Costs	15,240	1,620	16,860
	IM Obligation Totals	99,645	15,648	115,293
Local/State				
	1997 Project Obligation Costs	0	364,500	364,500

State and Local Financial Feasibility Summary Report (Sample)

LOCAL SUMMARY
Prioritization & Financial Feasibility
State & Local Funding Portion
Federal Aid Projects by Year 2000

June 15, 2000

Fund Source	Description	Funds (Dollars in Thousands)			
		State	Local	Non-Federal	Total
Local					
	2000 Project Obligation Costs	0	4,774		4,774
	2001 Project Obligation Costs	0	856		856
	2002 Project Obligation Costs	0	640		640
	Local Obligation Totals	0	6,270		6,270
PSMP					
	2001 Project Obligation Costs	5	4		9
	PSMP Obligation Totals	5	4		9
RAP					
	2000 Project Obligation Costs	6,601	1,212		7,813
	2001 Project Obligation Costs	3,429	1,356		4,785
	2002 Project Obligation Costs	1,371	146		1,517
	RAP Obligation Totals	11,401	2,714		14,115
SCA					
	2000 Project Obligation Costs	859	14		873
	2001 Project Obligation Costs	150	5		155
	SCA Obligation Totals	1,009	19		1,028
TIA					
	2000 Project Obligation Costs	6,677	909		7,586
	TIA Obligation Totals	6,677	909		7,586
UATA					
	2000 Project Obligation Costs	350	150		500
	UATA Obligation Totals	350	150		500

9. Appendices

A. Six Year Form Instructions

Heading

Agency	Enter name of the sponsoring agency.
County No.	Enter the assigned number (see LAG Appendix 21.44).
City No.	Enter the assigned number (see LAG Appendix 21.45).
MPO/RTPO	Enter the name of the associated MPO (if located within urbanized area) or RTPO (if located in a rural area).
Hearing Date	Enter the date of the public hearing.
Adoption Date	Enter the date this program was adopted by council or commission.
Resolution No.	Enter Legislative Authority resolution number (if applicable.)
Amendment Date	Enter the date this program was amended by council or commission.

Column Number

1. **Functional Classification.** Enter the appropriate 2-digit code denoting the Federal Functional Classification. (**Note:** The Federal Functional Classification must be one approved by FHWA.)

Description

00- No Classification

Rural (< 5000 pop.)

- 01 - Interstate
- 02 - Principal Arterials
- 06 - Minor Arterials
- 07 - Major Collector
- 08 - Minor Collector
- 09 - Local Access

Urban (> 5000 pop.)

- 11 - Interstate
- 12 - Freeways & Expressways
- 14 - Other Principal Arterials
- 16 - Minor Arterial
- 17 - Collector
- 19 - Local Access

1. **Priority Numbers.** Enter local agency number identifying agency project priority (optional).
2. **Project Identification.** Enter (a) Federal Aid Number if previously assigned; (b) Bridge Number; (c) Project Title; (d) Street/Road Name or Number/Federal Route Number; (e) Beginning and Ending Termini (milepost or street names); and (f) Describe the Work to be Completed.

3. **Improvement Type Codes.** Enter the appropriate federal code number.

Description

- | | | |
|--|-----------------------------------|----------------------------------|
| 01 - New construction on new alignment | 07 - Resurfacing | 14 - Bridge Program-Special |
| 02 - Relocation | 08 - New Bridge Construction | 21 - Transit Capital Project |
| 03 - Reconstruction | 09 - Bridge Replacement | 22 - Transit Operational Project |
| 04 - Major Widening | 10 - Bridge Rehabilitation | 23 - Transit Planning |
| 05 - Minor Widening | 11 - Minor Bridge Rehabilitation | 24 - Transit Training/Admin. |
| | 12 - Safety/Traffic Operation/TSM | 31 - Non Capital Improvement |

4. **Funding Status.** Enter the funding status for the entire project or phase that describes the current status.

S - Project is 'selected' by the appropriate selection body and funding has been secured by the lead agency.

P - Project is subject to selection by an agency other than the lead and is listed for planning purposes. (Funding has **not** been determined.)

6. **Total Length.** Enter project length to the nearest hundredth (or code "00" if not applicable).

7. **Utility Code(s).** Enter the appropriate code letter(s) for the utilities that need to be relocated or are impacted by the construction project.

C - Cable TV

O - Other

S - Sewer (other than agency-owned)

W - Water

G - Gas

P - Power

T - Telephone

8. **Project Phase.** Select the appropriate phase code of the project.

PE - Preliminary Engineering, including Design (or Planning)

RW - Right of Way or land acquisition

CN - Construction only (**or transit planning or equipment purchase**)

ALL - All Phases: from Preliminary Engineering through Construction
(Use only in Years 4, 5, & 6)

9. **Phase Start Date.** Enter the month/day/year in MM/DD/YY format that the selected phase of the project is **actually** expected to start.

10. **Federal Fund Code.** Enter the Federal Fund code from the table.

		<i>FTA Discretionary for Capital Expenditures</i>	
BIA	- Bureau of Indian Affairs	5307	- FTA Urban Areas
BR	- Bridge Replacement or Rehab.	5309(Bus)	- Bus
CDBG	- Community Development Block Grant (HUD)	5309(FG)	- Fixed Guideways
		5309(NS)	- New Starts
CMAQ	- Congestion Mitigation Air Quality	5310	- FTA Elderly/Disabled
DEMO	- ISTEA Demo Project (Selected)	5311	- FTA Rural Areas
Discretionary	- Ferry Boat Discretionary, Public Lands Highways, or Scenic Byways, etc.	REV	- Rural Economic Vitality Program
		STP(C)	- STP Statewide Competitive Program
DOD	- Dept. of Defense	STP(E)	- STP Transportation Enhancements
IC	- Interstate Construction	STP(S)	- STP Safety Including Hazard and RR
IM	- Interstate Maintenance	STP(R)	- STP Rural Regionally Selected
NHS	- National Highway System	STP(U)	- STP Urban Regionally Selected
3037	- FTA Job Access/Reverse Commute	STP	- WSDOT use only

11. **Federal Funds.** Enter the total federal cost (**in thousands**) of the phase regardless of when the funds will be spent.

12. **State Fund Code.** Enter the appropriate code for any of the listed state funds to be used on this project.

CAPP - County Arterial Preservation Program	PWTF - Public Works Trust Fund
CHAP - City Hardship Assistance Program	RAP - Rural Arterial Program
TPP - Transportation Partnershis Program	SCP - Small City Program
AIP - Urban Arterial Program (formerly Arterial Improvement Program)	SCPP - Small City Pavement Program
PSMP - Pedestrian Safety & Mobility Program	FMSIB - Freight Mobility Strategic Investment Board
PTSP - Public Transportation Systems Program	WSDOT - WSDOT provided funding
	OTHER - Any other unlisted state fund codes

13. **State Funds.** Enter all funds from the State Agencies (**in thousands**) of the phase regardless of when the funds will be spent.

14. **Local Funds.** Enter all the funds from Local Agencies (**in thousands**) of the phase regardless of when the funds will be spent.

15. **Total Funds.** Enter the sum of columns 10, 12, and 14. (Auto-calculation in the “STIP Too” program.)

16-19. **Expenditure Schedule - (1st, 2nd, 3rd, 4th thru 6th years).** Enter the estimated expenditures (**in thousands**) of dollars by year. (**For Local Agency use.**)

20. **Environmental Data Type.** Enter the type of environmental assessment that will be required for this project. (This is “***required***” for **Federally funded projects**, but may be filled in for state or locally funded projects.)

EIS	- Environmental Impact Statement
EA	- Environmental Assessment
CE	- Categorical Exclusion

21. **R/W Certification.** Click **Y** if Right of Way acquisition is or will be required. If yes, enter R/W Certification Date, if known. (This is “***required***” for **Federally funded projects**.)

B. Databases and Files in Application

The following database files are identical for all versions of Windows and Macintosh.

STIP.STP

The main project database.

PHASE.STP

The database containing phase information.

PLCENAME.STP

The database containing the assigned codes and other location information for an agency.

ImpSTIP.STP

A database used in importing information into the FileMaker Pro STIP application. It is used to check and see if a project already exists in the STIP database before importing records.

DeletDup.stp.

A database used to hold the last set of duplicate project records deleted on import. When you import data into STIP a check for duplicates is made as part of the process. This is so that changes to existing records that are reimported are not saved as separate projects. Records are imported to a temporary location (ImpSTIP.STP) and then we check to see if a record with that key (*not project ID, a key unique to the record*) already exists. If it does it, along with associated phases, is deleted before moving the new copy in. Records that are deleted are first exported to this database. Note that these are project records only. Phase information is deleted. We do this just to provide you with some history of projects that have changed last.

STIP.pdx

The search index for the PDF version of STIP manual. To use this index you need the version of the Acrobat Reader with 'search'. That version is also free.

STIP (folder)

This folder contains various support files used by the Acrobat search engine.

System (folder)

This folder contains the following three files used by FileMaker Pro runtime support files. The two ending in .IMP are needed for importing and exporting data in different formats, and the one ending in .MPR is the FileMaker Pro US English spelling dictionary.

DBF.IMP

EXCEL.IMP

USENGLSH.MPR

The following files and folders are shipped with all windows versions

STIP.EXE

The “*Runtime*” STIP Too program for all versions of Windows.

.DLL Files

All files ending in the extension.dll are files used by the runtime engine.

The following files and folders are shipped with all Macintosh versions

STIPmac

The “*Runtime*” STIP application for Macintosh.

C. Who to call for Help!

If you have any questions concerning information to be entered in the *STIP Too* application, or problems encountered while using this application, please contact:

Cheryl Benson
WSDOT - Highways & Local Programs Division
E-Mail: bensonc@wsdot.wa.gov
Telephone: 360-705-7384

If you have any comments about how the *STIP Too* application works, suggestions for its improvement, or wish to report any problems using this application, contact:

Charlie Valentine
WSDOT - Highways & Local Programs Division
E-Mail: valentc@wsdot.wa.gov
Telephone: 360-705-7382

We *are* interested in improving this application to make it as easy as possible for you to use in developing your **T**ransportation **I**mprovement **P**rogram (**TIP**) and look forward to hearing from you.

D. TIP Tips

1. **Unchecking Fed/State Fund Code radio buttons:** Hold down the “Shift” key and click the button you want to change. (Use if Fed/State dollars are removed from a project phase.)
2. **Inserting/changing the same data field for all project records:** Place your cursor in the field you want to change, make the change, and then go to the Records/Replace on the Command Bar. A standard dialogue box will appear and ask if you want to make the change in X number of records in the current found set of projects. (Good to use for adding/changing Hearing date, Adoption date, Resolution No., or other repetitive fields.)
3. **Six Year Form:** Easy place to make *minor* modifications to your TIP. Virtually, all the fields are interactive. (*Note: Please do not use to add new projects.*)
4. **Zoom Control:** Lower left corner of the window are two “mountain ranges” - a little one and a bigger one. The little one makes the view smaller, while the bigger one makes the view larger.